To add a building block to the Quick Parts gallery, perform the following steps:

1. To add a building block to the Quick Parts gallery, select the block of text, graphic, or design element in the document, click the **Insert** tab, and then in the **Text** group, click the **Quick Parts** arrow.
2. To save the selected building block, click **Save Selection to Quick Part Gallery**.
3. To name the building block, in the **Create New Building Block** dialog box, in the **Name** box, type a name, and then in the **Category** list, select **Create New Category**.
4. To name the new category, in the **Create New Category** dialog box, in the **Name** box, type a name, and click **OK**.
5. To add other details to the selected building block, in the **Description** box, type a description text for the selected building block, click the **Options** arrow, and from the list, select:
   * + **Insert content only**, if you want the building block to be inserted anywhere in the document.
     + **Insert content in its own paragraph**, if you want the building block to be inserted in a separate paragraph.
     + **Insert content in its own page**, if you want the building block to be inserted on a separate page.
6. To close the **Create New Building Block** dialog box, click **OK**.

To add text to the AutoText gallery, perform the following steps:

1. To add text to the AutoText gallery, select the phrase, sentence, or parts of the document, click the **Insert** tab, and then in the **Text** group, click the **Quick Parts** arrow.
2. To save the selected phrase, sentence, or parts of the document, in the **Quick Parts** gallery, point to **AutoText**, and then select **Save Selection to AutoText Gallery**.
3. To name the text that has been added to the AutoText gallery, in the **Create New Building Block** dialog box, in the **Name** box, type a name, click the **Category** arrow, and select **Create New Category** from the list.
4. To add a new category, in the **Create New Category** dialog box, in the **Name** box, type the category name for the selected text, and then click **OK** twice.